

Official Business Directional Sign (OBDS) Checklist

Dear Sign Maker/OBDS Permit Holder:

The following checklist is intended to compliment the “Highlights of OBDS Regulations” booklet. This list is compiled to emphasize some of the more commonly overlooked requirements that have resulted in signs being rejected. If you have questions or feel that any of these statements conflict with the “Highlights of OBDS Regulations” booklet, please feel free to call us at (207) 624-3620.

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General: (Applicable to both reflectorized and non-reflectorized signs)

- ☐ *Signs not made to standards will **not** be installed.*
- ☐ **Sign Material:** Minimum ½ inch thick, high density, overlaid plywood. Other materials can be considered if they don’t deform (warp, bend, etc...) under normal weather conditions. Plain boards and plywood less than ½ inch thick will not be accepted.
- ☐ **Location of the directional area** (the area of the sign that indicates distance and direction): Left side of the sign to indicate a left turn – Right side of the sign to indicate a right turn.
- ☐ Permit numbers must be apparent on the back.

Non-Reflectorized Signs:

- ☐ **Color:** Any colors may be used. One for lettering, one for the background. Logos may be multicolored. Back and edges of sign shall be sealed and painted any dark color, NO WHITE ALLOWED.
- ☐ **Legend:** As approved on the permit. Modifications must be re-approved. Lettering and layout shall conform to good graphic layout practices and contain no more than two lines of print. Lettering size is unrestricted.
- ☐ **Logos:** Logos may be of any color or multicolored. The manner in which the logo is (or is not) used must fit into one of the following categories:
 1. Omit the logo, leaving more room on the legend lines for lettering.
 2. Use a logo within the logo area on the opposite side of the sign as the directional area.
 3. Make a “logo sign” in which the legend area is omitted and the entire sign width (minus the directional area and borders) is used for the logo.

- ☐ **Dimensions:***

Sign Size	12” x 48”
Borders	½” wide
Logo Area	11” wide
Directional Area	4” wide

Reflectorized Signs:

- ☐ **Color:** Silver letters on a blue background only. Back and edges of sign shall be sealed and painted dark brown.
- ☐ **Logos:** May be used within a logo area or may be omitted to provide a larger legend area. Logos may be multicolored. Logo signs are not an option with reflectorized signs.
- ☐ **Legend:** As approved on the permit. Modifications must be re-approved. Lettering style shall be Helvetica medium lower-case, with the initial letter upper-case. All capital letters are prohibited. Only two lines of print are allowed.

- ☐ **Dimensions:*** (Sign size is determined by MDOT and defined on the permit)

Sign Size	12” x 48”	16” x 72”	20” x 84”
Borders	½” wide	¾” wide	1” wide
Legend Lettering	3 ½” high	5” high	18” wide
Logo Area	11” wide	14 ½” wide	18” wide
Directional Area	4” wide	8” wide	9” wide

Reference Figure 2 of the “Highlights of OBDS Regulations” booklet for a diagram.